

Opportunities Questionnaire

This questionnaire is designed to collect information about your building, its equipment and its operating conditions to identify opportunities to save energy and money. Providing complete information will also help us determine your eligibility for **Power Smart for Business** programs that can make investing in energy saving upgrades more affordable. Follow-up will be prioritized based on buildings presenting the greatest opportunity and likelihood to achieve energy savings.

Part 1: Preliminary information

Date	Primary contact	Operator/secondary contact
_____	Name: _____	Name: _____
Building		
Name: _____	Position: _____	Position: _____
Address: _____	Phone: _____	Phone: _____
_____	Email: _____	Email: _____

- Is this an existing building? Yes No
- Is it a commercial building (generates income)? Yes No
- Will the building contacts identified above be available to meet with our Power Smart team? Yes No
- Are you willing and able to invest in energy saving measures? Yes No
- Can a champion be identified for energy saving investigations and projects? Yes No
- Will your building staff be available to implement energy saving projects? Yes No
- Is the building free from any tenant agreements, sensitivities or barriers that would limit the access required to implement energy saving measures in the building? Yes No
- Is the building free from any known health/environmental dangers (e.g. asbestos)? Yes No



Part 1: Preliminary information (continued)

- Are there good working relationships between building staff and your established contractors (maintenance, controls, installation)? Yes No
- Is the building well maintained and in good working order? Yes No
- Are you able fund minor repairs and preventative maintenance up to \$2,500? Yes No
- Is the building operating without any current retrofit or energy efficient projects in progress? Yes No

Is your building currently a good candidate for an energy saving project? If you answered yes to the questions above, continue on to Part 2 of the questionnaire. If your current answer is no, address the item(s) before proceeding to Part 2 or starting a project.

Part 2: Building information

Manitoba Hydro account number	Meter tag number (found on face of meter and Manitoba Hydro bill)	Area or equipment served (square feet – for multiple services)	Service details (voltage, number of phases, breaker size, etc.)

Last year's annual electricity usage:

_____ kWh

_____ KVA

Last year's annual gas usage:

_____ m³

Last year's annual water consumption:

Last year's annual sewer consumption:

Can the energy bills be released to a professional building consultant?

Building details and characteristics

Facility type: _____

Number of buildings: _____

Number of floors: _____

Years constructed: _____

Gross [total] floor area: _____

Cooled area (sq. ft.): _____

Heated area (sq. ft.): _____

Maximum number of occupants:

Average number of occupants:

Has occupancy changed in the last two years?

If yes, when? How?

Will the building occupancy change in the next two years?

Please select boxes below to indicate building/equipment documentation that can be made available:

- As-built drawings
- Sequences of operation
- Building service reports
- Building maintenance records
- Testing adjustment and balance reports
- Owner project requirements (OPR) list
- Current facility requirements (CFR) list
- Other _____



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Operational schedule

Space/zone	Area (square feet)	Duration occupied daily (hours)	Number of occupants	Days occupied per week	Weeks occupied per year

Does the building shut down annually?

If so, for how long?

Building EUI

Annual gas EUI (total m³/building square feet):

Annual electricity EUI (total kWh/building square feet):

Building status and condition

Please list any equipment that is scheduled to be replaced/upgraded/changed in the next three years (i.e. boiler, chiller, air handler, make-up air, hot water tanks, roof, windows, etc.):

Please list any planned retrofit projects or tenant improvements:

Please list recurrent occupant complaints and recurring mechanical issues:

Please list any HVAC and lighting problems.

Please list any previous energy efficiency measures/projects that have been completed and when they were implemented.

Is any internal staff trained on building HVAC control systems?

Please select and indicate from the following installed at the building (select all that apply):

- Pneumatic
- Electronic
- BAS, EMCS, DDC
- Other _____

HVAC control vendors:

1) _____

2) _____

3) _____

Please list all systems/components controlled by the HVAC control system.

Does the HVAC control system have trending and historical storage capabilities?

Are the controls maintained internally or by an external controls contractor?

Does the HVAC control system include load shedding or peak demand-limiting capabilities?

Are there any specialized control sequences in use at the facility?

Are lighting controls integrated into the HVAC control system or stand-alone?



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**Building status and condition
(continued)**

Mechanical equipment information

Describe the heating systems and heat source for the facility (central, decentralized, district, electric, gas, gas fired roof top unit [RTU], hydronic, boiler, heat pump, other).

Describe the cooling systems for the facility (central, decentralized, district, direct expansion [DX], forced air, cooling plant [chiller], variable refrigerant flow [VRF], zoned ductless split applications).

Does the cooling system include a cooling tower or is domestic water used for heat rejection?

Are any pumps or chiller compressors outfitted with variable speed drives or variable frequency drives (VSD or VFD)?

Do control sequences include pressure or temperature resets?

Has simultaneous heating and cooling ever been observed?

Is there heat recovery from the exhaust air?

Is there direct outdoor air or make up air?

Do the air handling systems have variable inlet vanes (VIV) or variable speed drives?

What is the minimum outdoor air fraction?

Is CO₂ control in place?

Do any ventilation zones include reheat coils?

Are there any fan boxes or other specialized terminal units in the ventilation system?



Personal information is being collected for Manitoba Hydro and its contractors and program partners to: (i) plan, develop, market, implement, deliver, track and evaluate energy-related programs; (ii) evaluate, administer and report applicant eligibility and participation, incentives and savings under programs; and (iii) review, cross-reference and update customer accounts to further Manitoba Hydro activities in respect of The Manitoba Hydro Act and/or its programs, products and services.

Other uses and disclosures may be to the Public Utilities Board and other regulators for reporting purposes, government entities and their advisors in relation to their programs, external auditors for auditing purposes, and Manitoba Hydro employees on a need-to-know basis.

*If you have any questions, contact **powersmartforbusiness@hydro.mb.ca**.*

Please email this completed questionnaire to **powersmartforbusiness@hydro.mb.ca** or mail to:

Manitoba Hydro – Customer Engineering Services
360 Portage Avenue (6)
Winnipeg, Manitoba
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More information about Power Smart for Business Programs can be found at **hydro.mb.ca/psfb**.

